

# The Ohio Archivist

Vol. 20 No. 2 • Fall 1989

## SOA fall program will include look at archival education Sept. 14-15

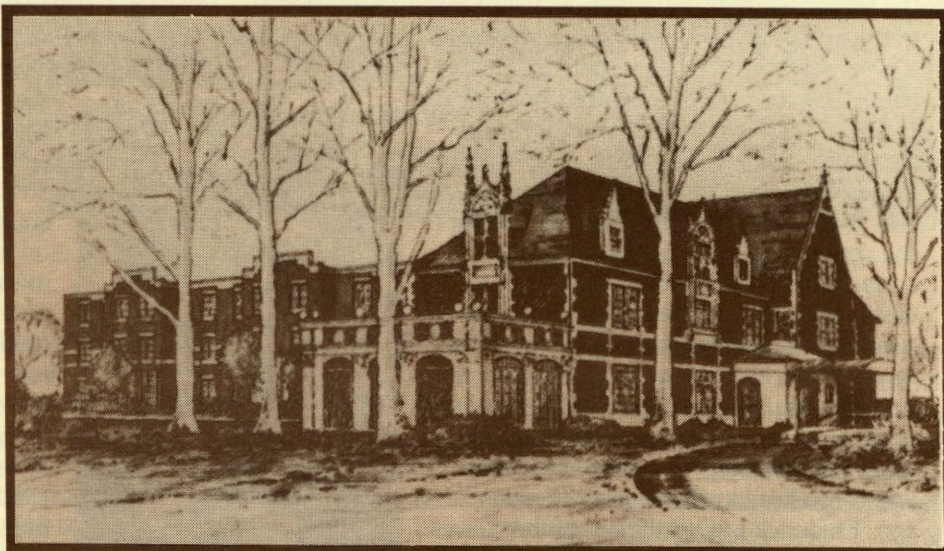
Rosemary DuMont, dean of the Kent State University School of Library Science, and Richard J. Cox, lecturer in archival education at the University of Pittsburgh's School of Library and Information Science, will present their views on educating archivists to cap off the Society of Ohio Archivists' fall meeting September 14-15 in Cleveland.

The meeting will be held in Guilford House on the campus of Case Western Reserve University. Lodging will be available within easy walking distance in the recently-restored Glidden House, a 1910 French Gothic bed and breakfast in the heart of the University Circle area.

The meeting will open Thursday morning with "Archivists and Architects: Planning and Building New Facilities." This session will draw on the expertise of four Ohio archivists who have recently built—or are planning to build—new buildings to house their archives. The session will focus on the importance of input from archivists in planning such facilities.

Speakers will include Kermit Pike from the Western Reserve Historical Society, Robert Smith of Wright State University, Donna DeBlassio from the Youngstown History Center of Industry and Labor, and Raimund Goerler of The Ohio State University. The session should not only inform archivists of possible pitfalls to avoid in planning buildings, but will also provide a good introduction to each of these new facilities.

Thursday afternoon's program will feature "Technology for the Archival Future." Speakers will include Raymond Neff, vice president for information systems at Case Western Reserve University, and Greg Byerly, director of library systems for the Ohio Library Informa-



Glidden House

tion System. Mr. Neff will discuss a system he is planning to create, an integrated electronic learning environment at CWRU. Mr. Byerly will speak on OLIS, an on-line catalog and circulation system currently in the planning stages which will link all Ohio academic libraries. Both of these systems represent the cutting edge of technology, and will inform archivists of what might be in store in the near future.

The first day will conclude with a choice of two tours. One will offer a chance to see the Freiburger Library's Special Collections Department, with a look at the Conservation Laboratory and a demonstration of Freiburger's CD-ROM retrieval system. A simultaneous tour of the Western Reserve Historical Society's library will offer an opportunity to view the environmental controls, security, and collections access operations, following up on Thursday morning's session on new archival facilities. A re-

ception will follow at Guilford House, and the evening will end with a restaurant tour and a mixer.

On Friday morning, Dean DuMont and Mr. Cox will provide insight into what is happening in the field of archival education. As the dean of Ohio's only library school, DuMont will talk about strategies for training archivists in a library setting. Mr. Cox, who is undertaking a new program at the University of Pittsburgh, will speak on his proposed program which includes up to six courses for training archivists. The Society is honored to have two top-notch experts on the program, and this session should provide a provocative look at this sometimes-controversial topic.

Brochures detailing the program and including registration forms will be mailed to SOA members soon. For more information, contact Barbara Floyd, University Archivist, University of Toledo, (419)537-2170.



## PRESIDENT'S COLUMN

### *Positive past, promising future*

As the incoming President of Society of the Ohio Archivists, with four years of recent experience on Council, I have a number of observations about the SOA which I would like to share with the members. These observations are very positive, and I am pleased to offer them to our membership.

Attendance at SOA meetings has risen dramatically in the last two years, increasing from 25 at the spring meeting in 1986 to approximately 40 in 1987 and 56 this last April. Not only has attendance risen, but the workshop on paper conservation offered concurrently at the spring meeting was a successful innovation. Registrants applying for the workshop exceeded the number which could be accommodated, and many favorable comments were received from the participants. The cooperation of the Ohio Historical Society and the OHS conservation staff was an essential element in the success of this program. Still another plus at the spring meeting was the support received from Spacesaver Corporation to defray a portion of the expenses for the meeting. This support was a welcome first for the SOA and helped to provide a first-rate meeting at a very low registration fee.

Council achieved a long-standing goal when production of the *Ohio Archivist* was centralized in Cleveland two years ago. Frederick Lautzenheiser of the Cleveland Clinic Archives has taken on the responsibilities of editor. Final typing, layout, printing and mailing are also done in Cleveland. By utilizing recent advances in desktop publishing the cost of the *Ohio Archivist* continues to be affordable, and the time required for production has decreased. The editors have reached out beyond the borders of Ohio and solicited articles for the *Ohio Archivist* on such timely subjects as certification and cooperation between regional and state archival associations.

Still another recent initiative was the creation of a procedures manual for the SOA Council. The longest term of any SOA office is two years. The frequent changes of officers which this entails often lead to a lack of continuity in policies. The new procedures manual should minimize this problem and will be especially helpful to new members of Council. Council member Barbara Floyd assembled and edited the manual, which will be maintained and updated regularly.

All SOA members are especially indebted to Kevin Proffitt, who as President for the last two years provided the necessary leadership for a hard-working council which produced these important changes. As the new President of SOA, I welcome both the "old" council members and the "new" members to another year of hard work.

A membership drive for the SOA will be our first priority. Kevin Proffitt has agreed to chair this committee, which will begin work in the fall after the close of our regular membership renewal period. Given Kevin's performance in the presidency, we may expect a vigorous and successful campaign.

A second priority will be to bring to SOA meetings a level of programming commensurate with the demands of the nineties. In the next decade, archivists will witness far-reaching changes in the workplace and in technologies for storing and transmitting information. These changes will place unprecedented demands on archivists, and it is important that we not merely witness these changes but participate in them. Archivists will need to upgrade their existing skills and learn entirely new skills. SOA should be an inexpensive means for the continuing education of archivists. The creation of innovative and attractive programming will be the major challenge to the program committee in the next year.

One promising development is the discussion currently underway for the joint SOA, Michigan Archival Association and Southwest Ontario Archivists meeting in 1990. This meeting would take place concurrently in a Canadian and an American city and would draw on the extensive resources of two states and a province for its programming. SOA members would also have the opportunity to visit one or more out-of-state facilities in the course of the meeting.

In conclusion, I look forward to a period of exciting growth and challenge for the SOA, and I invite every member of SOA to participate in these challenges to the fullest extent possible. Programming suggestions and articles for the SOA newsletter are especially welcome, and I would also like to hear from members who are willing to work on local arrangements or other committees of the SOA.

Dennis Harrison, President  
Society of Ohio Archivists



Dennis Harrison



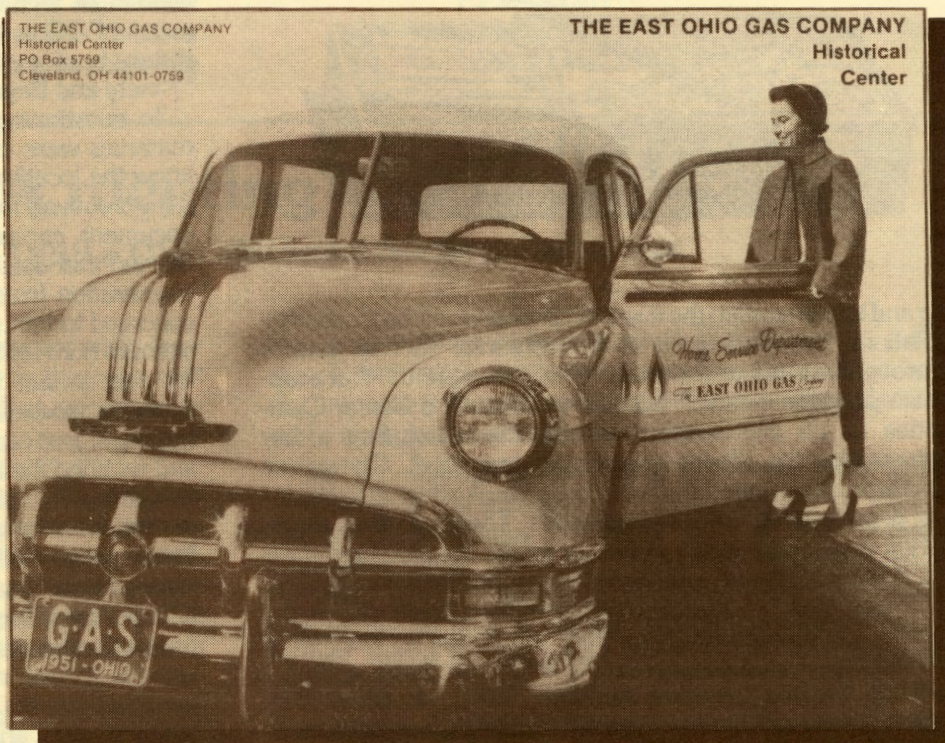
# Making the most of milestones

The story of how the East Ohio Gas Company came to organize a corporate archives (and museum) is a testimonial to the grand success an archives project can enjoy when it has 100 percent top management support and is structured to involve employees at all levels.

The East Ohio Gas Company is primarily a gas marketing operation and is one of the largest subsidiaries of the Consolidated Natural Gas system, headquartered in Pittsburgh, Pennsylvania. East Ohio's colorful history goes back to the early part of this century, when Cleveland native John D. Rockefeller envisioned a commercial value for natural gas which, up to that time, was burned off from Pennsylvania wells until oil surfaced. East Ohio was a Standard Oil company until antitrust actions forced the divestiture of American utility holding companies. In 1940 Consolidated Natural Gas was formed from former Standard Oil gas companies serving areas of Pennsylvania and Ohio, with East Ohio the system's primary marketing company. East Ohio's service territory includes a number of larger cities in northeastern Ohio, from its headquarters in Cleveland south to Canton and Warren, and east to Ashtabula and Youngstown. The company is overseen by a president and three senior vice presidents who function quite independently of the parent company. Thus, East Ohio has been a thriving corporate organization and powerful force in the Cleveland community since the first gas lines were extended from Akron to Cleveland in 1898 and EOG took over the Cleveland Gas Light and Coke Company.

The purpose behind the undertaking was twofold: to heighten employee awareness and pride in the company's service to customers and the positive influence of the gas industry; and secondly to communicate its various roles as a good corporate citizen and an appreciative employer.

Why celebrate the 90th anniversary (other than because the current president would not be around for the 100th)? It afforded an excellent time to trace company roots, to see where the organization had been and where it is today. For younger employees, especially, the



**Cover of East Ohio Gas promotional brochure**

celebration offered a sense of EOG's past. In addition, EOG's management was convinced that had it waited another ten years, many of the artifacts and archival materials would have been lost, as would priceless input from employees and retirees. The Historical Center was designed to offer a documentary perspective on East Ohio's product and services.

This was a novel undertaking in many respects. As a corporate archivist and history consultant I am often in a position of selling the benefits, value and uses of archives to potential clients. East Ohio Gas, which had planned to celebrate its 90th anniversary in September 1988, decided early on that the core of the celebration was the establishment of an historical center—an archives and museum—and writing a company history. The gas utility is a virtual monopoly in its service territories. It is also an industry where the technology and organization of individual companies are more or less universal throughout the United States. What distinguishes one company from another is the quality of the people and past management deci-

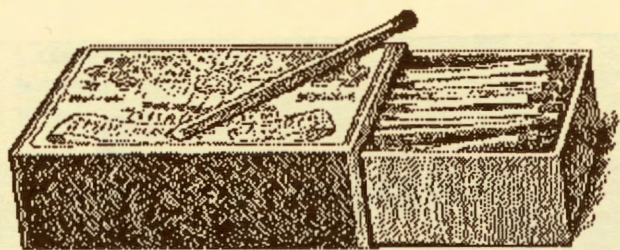
sions that brought growth and prosperity to the company. This is precisely what East Ohio hoped to capture and recognize along with the contribution of the company to the Cleveland community, the East Ohio service territory and the natural gas industry.

In keeping with East Ohio's advertising slogan, "We're proud of the company we keep," the 90th celebration was to show employees and the community that "the Sunshine People are not only proud of the company, but proud of the company they've kept."

The Historical Center was envisioned as an EOG family album to spotlight specific employee contributions and reinforce a strong sense of family, but more directly, to show off pride in EOG's heritage and to demonstrate the importance of the company's values and traditions to future generations. The Center would help the company define what it is, as well as offer employees a sense of the larger context of what they work for.

East Ohio's 90th anniversary celebration was in the planning stage for two years, with the responsibility for organiz-





ing and implementing the events in the hands of the Corporate Relations Department. It is a testimonial to East Ohio's thoroughness and structured, methodical approach that a top-notch program evolved. Initially, an Historical Center Committee of 25 employees was organized (including a few retirees, like the 80-year-old former president). Committee members represented each of East Ohio's outlying locations and departments at the headquarters. The committee members grappled with such basic issues as: the purposes and goals the company hoped to accomplish by building a corporate archives; who the historical center was for; who should use the center; and under what rules they should use it. They were additionally responsible for all the major decisions in implementing the archives and museum, which decisions they systematically attacked at monthly meetings over about a 6-month period at the end of 1986 and in the first quarter of 1987.

In the strictly archival end of the project, a thorough preliminary investigation through SAA and other sources was conducted by the assistant to the Director of Corporate Relations. (It was to the company's advantage that among the diplomas gracing his wall was an MLS). This search lent a clear understanding of all that was involved in setting up an archives, how to proceed, and a list of resources. A detailed time line was prepared covering some 18 functions, from writing a mission statement to security. An ideal location for the Historical Center was selected in a former bank space on the main floor of the East Ohio Gas headquarters in downtown Cleveland. Below the former bank, with a connecting staircase, were the vacated offices of the building manager. Those offices would be used to process and store the historical materials.

As a first step, New York-based consulting business archivist Linda Edgerly was hired to prepare documents that served as a foundation for the archives—a statement of purpose, collection development guidelines, conditions of deposit and access, and use policies. An attractive pamphlet was prepared by the committee, defining the basic intention for the archives; its purpose, collection, access, and donations guidelines, and proposed Historical Center exhibits. From the beginning, all who were involved with the Historical Center project were clear about what East Ohio wanted and why. That was important.

I was hired in October, 1986 to conduct an oral history project with former and current EOG chief officers, which finally produced around 15 formal interviews. In the two or three days a week I committed to the Gas Company, my activities spread to every Center-related task in no time. We made several visits to area museums and talked with everyone we could track down in northeast Ohio in any way involved with archive or history work. I am the only person I know who

was paid to visit the Football Hall of Fame and the Goodyear World of Rubber. Collecting the company's past filtered down to every level in every location of East Ohio operations. The lexicon of archives and history soon became as common around EOG as the jargon of the gas utility business. As the history book evolved, so did the theme of the celebration—"Ninety and Beyond...The Spirit of Progress."

In questioning where in the East Ohio system archival materials were located and who the key people were who knew the location of the materials, the East Ohio Gas Company creatively found the answer with an historical artifact and document campaign. Employees and retirees were forewarned that establishing the Center would require help and cooperation from each of them. EOG employees were encouraged to turn spring cleaning, at work and at home, into a treasure hunt for items for the Center. As an incentive to look for and donate items, a special contest was planned. An appointed coordinator at each EOG "shop" and at headquarters registered each contest entry on a specially prepared form and retained the items until the conclusion of the contest. My concern was to obtain as much information about the history of the item or photograph as possible from the source. Employees were told, "We're looking for anything that represents a part of East Ohio's past," and they were reassured that all items would be preserved under optimum conditions. In fact the company was deluged from its open invitation with a vast array of artifacts representing every phase of operations from the past 90 years. These included everything from samples of wooden pipe and a gas laundry iron to photographs of demonstrations against the hike in gas prices during the '70s. An original map of the system from 1898 was discovered, and one recent retiree donated his and his father's gold retirement watches. It was not unusual for retirees to donate such treasured photos as ones showing their grandfathers laying pipe on one of East Ohio's early lines in 1916. Cartons of complete baseball uniforms and other sports paraphernalia stored in one man's basement for 25 years were gladly donated with the assurance that they would be preserved in a welcome "home." The response was truly overwhelming. Employees who had hung on to a grandparent's gas bill or company handbook from 1915 passed it on to the archives. Company officials estimated that some 18,000 items were donated in all.

At the end of the three-month contest—May through July 1987—items were judged at each division and the donors of those items judged to be the oldest, most unusual, and most outstanding overall, each received a \$100 gift certificate to a restaurant of their choosing. The same categories were used to select companywide winners from among the division winners. Those lucky three also received trips for two to the Smithsonian Institution in Washington, D.C.

The event was widely publicized internally in the Sunshine Network News, (quarterly videotape presentations for employees), featuring excerpts from EOG's history; announcements and articles in printed publications also featured stories on the celebration.

On September 9, 1988 the East Ohio Gas Historical Center opened with a great party acknowledging all of the contributors to the history museum and archives and the book.

While the archival materials are used actively for traveling exhibits for EOG divisions outside of Cleveland, retiree events, the annual company picnic and management meetings, much work remains in cataloging and arranging. The museum



provides a popular outing for school children and gives interesting insight into the gas industry for EOG visitors. The success of the project is clearly attributable to the unqualified support of EOG President J. Richard Kelso, the involvement of company personnel and the well-researched, methodical approach of the Corporate Relations Department. The East Ohio Gas Company has set a fine example of how corporate

archives can be used to distinguish a routine business and communicate a high respect for the past, while celebrating the employee contribution to the company's history.

Paula Cohen  
Consultant in Corporate History & Archives  
Shaker Heights, Ohio

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## SOA meeting reports

April 13-14, 1989 • Ohio Historical Society, Columbus

*[Short reports on sessions and workshops are given here for members who were unable to attend, in the hope that they may pick up useful information or find out whom to call for advice on a particular topic.]*

### Conservation workshop

This workshop dealt with primary conservation of archival material, and was intended for those with little or no experience in this field. It was sponsored by the Ohio Historical Society, Archives-Library Division and the Society of Ohio Archivists. It was held concurrently with the Friday sessions of the meeting.

Vernon Will, senior conservator at the Ohio Historical Society, directed the workshop, which took place in the conservation lab in the Archives-Library Division on the third floor of the Ohio Historical Center.

The workshop covered five basic areas:

**1) Conservation concept and principles:** an overview of conservation; its fundamental place in cultural and historical organizations; and how it can be seen as a management function applied systematically or best effectiveness. Prevention and limitation of damage (not repair or "restoration") was the primary emphasis.

**2) Understanding causes of deterioration:** The chemical composition and structure of paper, its "inherent vice" and chemical reactions were discussed. Also included in this section were environmental topics: temperature and its effect on the reaction rate, humidity, light, particulates, and chemical substances, as well as physical storage and the problems of use, including "fixes" that actually damage the material.

**3) Primary elements of systematic conservation programs:** This section included the following, listed in approximate order of priority, overall value, and cost effectiveness: concern, awareness, education; basic protection from the elements and security hazards; environmental control (temperature, humidity); use and handling (handling procedures, use limitation, xeroxing restrictions, exhibit controls); storage (support & enclosure); simple protective and remedial care (cleaning, mending); alternative retention/preservation of informational content (replacement, copying, re-formatting); and extensive or elaborate treatment, only effective on the individual items selected.

**4) Considerations in planning for conservation:** This included realizing that fundamental conservation is an in-house matter; that self-education is vital; and that a conserva-

tion program must be tailor-made to fit the individual institution. Prioritization was stressed with important factors being the immediacy of need, comparative value within collections, and a comparison of costs and benefits.

**5). Workshop demonstrations of basic techniques:** dry cleaning, humidification/flattening, testing for solubility and pH, nonaqueous deacidification, "archival" mending (Dennison paper, long fiber, heat set), storage materials, polyester encapsulation, lamination, mounting, matting/framing, ultraviolet light protection, leather dressing, protective jackets, minor repairs, protective containers (phase boxing, wrapping), and dismounting.

*(This was SOA's first attempt at a workshop, and judging by the comments and full quota of attendees, it was highly successful. The editor notes that other regional archival organizations, regularly sponsor workshops (viz., the Michigan Archival Association) at their meetings.)*

### Session: Creating Exhibits with Archival Materials

This session consisted of presentations by J.D. Britton of the Local History Office, Ohio Historical Society, and Terry Barnhart and Laurie Booth, both of the Education Division, O.H.S.

Mr. Britton approached exhibits from a more "philosophical" than practical viewpoint. He addressed the difference between an **exhibit** and a **display**. A **display** is one way of showing new acquisitions to an archival public. No interpretation is placed on the objects displayed, and no attempt at educating the viewer in a cohesive fashion is made, though labels are placed on the items. An **exhibit** is a group of artifacts used to tell a story. The exhibitor incorporates archival material in order to bring the story to life.

The speaker emphasized the role that archival documents have made in exhibits that may contain museum artifacts or other material. He would like archivists to realize that it is fun to do exhibits—it is something outside of the daily routine of processing and reference requests.

In using archival materials to tell the story in an exhibit, however, it is important to take into consideration such things as security and conservation, and the other speakers addressed those issues.

Laurie Booth's paper focused on the need for good conservation practices when using archival items. For example, reproductions can be used instead of originals, and lighting



must be carefully controlled. She also discussed security measures. Very useful handouts were available: one showing methods for handling books in exhibits; AASLH's Technical Leaflet 128 by G. Trinkaus-Randall, entitled "Effects of the Environment on Paper: A review of the Recent Literature"; and a sheet describing museum-quality matting and framing for documents or works of art on paper.

Terry Burkhardt spoke on exhibits at The Ohio Historical Society and the methods used there in exhibit construction and research. This paper emphasized the need to "beef up" an exhibit in order to bring it to life by using items that give the viewer the sense that he has a first-hand impression.

### **Session: "Historical Editing and Publishing"**

Carl Becker, of the Wright State University Press, spoke on how historical editing is done. He used the example of the Oscar Ladley Papers, dating from the years 1857 to 1888. This is mainly a Civil War collection, but it is notable for the extensive correspondence of several related people writing to each other (rather than just a single series of letters from one individual), and also for its extent, covering the years before the Civil War as well as over two decades afterward.

Mr. Becker considered the "literal" school of editing, concerned mainly with rendering an exact version of a document, with attention to the small details, and an expanded "modernized" method which is more interested in the big picture. He noted that the prospective editor would do well to read the introductions to such classic editions as the Presidential papers of Grant and Wilson, Julian Boyd's introduction to the Thomas Jefferson papers, and the preface to the Jefferson Davis collection by Haskell Monroe.

He indicated archivists' duty to alert scholars to rich sources of information, and also to publish themselves. The latter is something every archivist in Europe is expected to do in working with his or her collections, but which is not seen very much in this country. Mr. Becker then enumerated some specific tasks of the historical editor, among them the identification of every single person ever mentioned in a given set of correspondence. He suggested ways of

accomplishing this, with the aid of census records, indexes, and newspapers.

Chris Duckworth, Chief of the Research and Publications Division, O.H.S., spoke as editor of the Society's *Time-line* magazine, on "Publishing Magazines on Historical Topics."

He first reviewed the criteria used to select material for publication in a historical magazine. First is interest; he cited articles written about faked photos of the dead after the Battle of Gettysburg and a visit to the Andrew Jackson White House. Mr. Duckworth pointed out that sufficient interest may be generated by a single letter (as in the case of the observer of Andrew Jackson), or by a source as large as the whole of the Ulysses Grant papers. Other criteria are: a focus for the story; analysis of the situation; and a synthesis of the material used; we cannot expect magazine readers to put the story together for themselves. The speaker observed, incidentally, that less than two percent of the material that comes in "over the transom" is published, and he appealed for articles from archivists, who are sitting on top of extremely interesting and valuable material.

Dr. Duane Schneider, of the Ohio University Press, was concerned with the publishing of manuscripts in book form by a university press. He distinguished these publishers as special, because they are interested in manuscripts that would not be able to compete in the commercial market. He did point out, however, that every university press has its specialized fields of interest, and it is imperative that a writer be familiar with who published what before submitting anything. (*The Directory of the Association of University Presses* lists these specialties.)

He advised writers, once they found the appropriate publishers, to send in specific proposals first to make sure the material is considered of importance, before spending a lot of time writing manuscripts concerning subjects that publishers in that field may be reluctant to back. Among criteria for these books, Dr. Schneider cited a "compelling interest"; in this era of garbage publishing and rising costs, each writer must ask, "Is there a really good reason for yet another book?"

In the question-and-answer session, other interesting bits of information about

publishing were noted. An article in a historical magazine can often take two to three years to get into print; for this reason, publishers usually pay on acceptance of an article, not on publication. Royalties on a book, however, only begin when production costs have been recovered, and to produce a book at a university press takes one calendar year AFTER it has been received by the board of editors. The importance of being able to illustrate an article well was stressed. Contrary to what might be expected, hard copy in the form of typewritten pages seems to be preferred to diskettes or computer-written copy, simply because it is easier on the eyes. A question to Mr. Duckworth on copyright produced the information that his magazine purchases one-time North American rights to an article. The first publishing right belongs to the magazine, but after that, the author can sell it to whomever else may want it.

### **Session: Reappraisal of Collections in the 1990s**

This session was organized with a panel, consisting of Ann Bowers of Bowling Green State University, Doris Hambacher of the Ohio Historical Society, and Richard Hite and Daniel Linke, both of the Western Reserve Historical Society. Frank Boles, Associate Archivist of the Bentley Historical Library (University of Michigan) was the main speaker.

Mr. Boles' first point was that in reappraisal, we are not concerned with value, but with policy. "Value," some sort of timeless character and permanent worth, is an abstract standard; "policy" is goal-oriented and is an ongoing thing. Collection policy and reappraisal are very close; the knowledge of an institution's body of precedent is the essential requirement, but this is tempered by the present collection policy. To reappraise in an unbiased way, we must first abide by our professional ethic and ignore institutional implications and pressures. To build a good collection policy, we must get a very wide range of opinions to contribute. Mr. Boles had some advice to help archivists eliminate unnecessary saving: "If a unit (of a large institution) doesn't do anything, don't collect its records." "Save the best available records on a short list of interesting people." "If you don't use it, throw it out."

Messrs. Hite and Linke are involved in a project where they are processing very



large amounts of accessions in a limited time. Their goal at the Western Reserve Historical Society is the reduction of a backlog by about 30 percent. They noted the difference between personal collections, which are more scattered in content with much of a particular collection not being related to the reason it was accessioned, and the more focused character of a business collection.

They have a priority list for reappraisal, starting first with collections of personal papers, where they can anticipate throwing away more material. Two things to remember when culling personal papers are the death date of the originator (Was the collection already sorted through when it was accessioned?) and stipulations that a living donor may have made (Was weeded material to be returned to the donor?). Business records are better organized and usually do not need as severe an appraisal process.

Doris Hambacher works with local government records at the Ohio Historical Society. Her problems with appraisal and reappraisal are thus quite different. In a governmental organization, it is wise to disregard funding and staffing in setting up criteria for appraisal because these factors are always shifting; use and historical value are the important factors to consider. When in the field collecting records, it is always important to look at the reasons for bringing in any particular collection. In view of space problems, conversion to microfilm or microfiche may be advisable. Appraisal is not necessarily a good use of staff, who are more needed in processing.

Ann Bowers, Archivist at Bowling Green, advised archivists to spend time constructing a good records management program before doing any reappraisal. She very cogently pointed out the multifaceted nature of decisions, due to the fact that we live in an "age of liability," when "the distribution list is longer than the memo".

During the question-and-answer period, some interesting observations were made. Mr. Boles noted that archives are moving away from being the "handmaiden of history" to a political science-type orientation. John Grabowski suggested that in reappraisal we should think about what the researcher will be faced with—an unwieldy 700-foot collection that is half chaff or a small but "concentrated" set of papers to deal with. Others observed that reappraisal is

good because new members of the staff will have a fresh outlook on the collections, and also that when reappraisal is contemplated, it will still be necessary to rewrite finding aids once the task is done.

### **Spacesaver Demonstration**

Representatives from the Central Business Group, which distributes Spacesaver movable shelving, took participants up to the stacks in the Ohio Historical Society for a look at the OHS' new movable stacks. (The Spacesaver Corporation very generously underwrote part of the expenses for our spring meeting). Doris Hambacher showed us her local government records storage,

and pointed out considerations of weight distribution (solved at OHS by positioning weight-bearing points supporting the shelving over "posts" in the floor below); sharp edges on some of the metal pieces, which can be hazardous; and the manual method of moving shelves, which is quite easy and much less dangerous to either records or archivists than the motorized version. It was noted that though the components of the shelving are standardized in size, they can be put together in such a way as to fit various types of space. A handout was available; further information can be obtained from Central Business Group, 10839 Indeco Drive, Cincinnati 45241 (toll-free number 1-800-582-4667).

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## **REVIEW**

### *Constitutional Issues and Archives*

ed. by Mary Boccaccio, MARAC, 1988. 81 pages

This slim volume contains nine essays which were prepared for the fall 1987 Mid-Atlantic Regional Archives Conference Symposium on "Constitutional Issues and Archives." There are three sets of essays which treat different aspects of the tension in American society between the privacy rights of individuals and the rights of society at large to have unfettered access to information, both public and private.

The first group of essays discusses the legal right of an individual to correct or "expunge" a file compiled by a government agency when the file consists of erroneous or incomplete information and that file has been legally scheduled for permanent retention in an archive. At least two pieces of legislation, the Privacy Act and the Freedom of Information Act, are at work here, and the public archivist is right in the middle balancing the public's right to know how its government works and the subject's right to privacy.

Two essays discuss recent United States Supreme Court decisions in the area of copyright law. Most archivists will never have to deal with a case such as *Salinger vs. Random House*, but the ramifications for all archivists and manuscript curators whose collections contain third party correspondence are considerable. The authors of these two articles do a credible job of explaining the Court's reasoning.

The third set of articles, entitled "Privacy Issues in Documenting Society and Government," is a hodgepodge. An epidemiologist discusses the sources, or lack thereof, for a study in occupation-related silicosis, and the essay on Appal Shop in Southern Kentucky explains how archivists and film makers collaborate successfully to document contemporary society.

This volume is useful, not because of the answers it provides to the constitutional issues in archives administration, but because it raises the issues anew for archivists to ponder. The public archivist as well as the private sector archivist is in the middle, balancing the interests of the past, the present and the future, a task that is not made any easier by conflicting legislation, court decisions and the increasing tension between the public's right to know and the individual's right to privacy. These issues are not peculiar to archives, but they are of particular interest to archivists.

Laura J. Gorretta, J.D.  
Ameritrust Company National Association  
Cleveland, Ohio



# SOA Business Meeting

April 13, 1989

Officers were elected for the ensuing year:

<b>President:</b>	Dennis Harrison
<b>Vice President:</b>	Dorothy Smith
<b>Secretary/Treasurer:</b>	Ken Grossi
<b>Council:</b>	Barbara Floyd Doris Hambacher Ng. George Hing

Roland Baumann's resignation from Council was accepted with regret, leaving one Council seat vacant.

The question of balloting was raised: should SOA have a system of balloting similar to SAA, with ballots printed in the *Ohio Archivist*? No action was taken.

Outgoing Secretary/Treasurer Bob Bober gave a financial report, along with a handout detailing all checks issued in the past few years. Rai Goerler asked what happened to a small savings account he remembered from his tenure as Secretary/Treasurer. There was no definitive answer at the time.

Outgoing President Kevin Proffitt discussed the membership campaign, of which he will be chairman.

There was a discussion of the *Ohio Archivist*. The change in Managing Editor from John Grabowski to Fred Lautzenheiser was announced. George Bain made a resolution, passed by the membership, thanking John Grabowski for his ten years of service as Managing Editor of the *Ohio Archivist*.

Dues were increased as follows:

Individual (full membership):	from \$7.50 to \$10.00
Individual (student):	remains at \$5.00
Institutional:	from \$10.00 to \$15.00

Plans for the fall meeting, on September 14 and 15 in Cleveland, were announced by Barbara Floyd and George Hing of the Program Committee. Dennis Harrison of the Local Arrangements Committee talked about the facilities available.

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## Deadline to apply for 'grandfathered' certification is Sept. 30 for Ohio archivists

Archivists in the State of Ohio are reminded that September 30, 1989 is the deadline for applications in order to be grandfathered into the new certification program run by the Society of American Archivists. This application asks for such items as job descriptions and transcripts, so if you are planning to go through with it, it is best to get started. This costs \$275.00 altogether; contact SAA at 312/922-0140 if interested.

Paul Chestnut of the **Interim Board for Certification** has sent your editor a packet of information on certification (some of which you may already have). It includes material by Sue Holbert, Frank Cook, Edie Hedlin, and Paul Chestnut reprinted from various publications. It also includes, however, copies of the papers presented at a session on certification at last year's meeting in Atlanta. In addition, there is a bibliography of articles on the subject. As you may have guessed, the material is pretty much pro rather than con, which is immaterial now that it is here whether or not we like it.

# SOA Council actions

April 13, 1989

Kevin Proffitt will chair the membership campaign.

The issue of splitting the Secretary/Treasurer's office was raised; there was some concern that the responsibilities of both positions were too much for one person. The discussion will continue at the next annual business meeting.

Marilyn Levinson was appointed to fill the empty council seat.

Plans for the fall meeting in Cleveland were discussed by Dennis Harrison.

Barb Floyd presented her new *Manual of Procedures* for the SOA (see News Notes for more detail).

June 9, 1989

The Secretary/Treasurer reported a positive balance in the checking account. The savings account mentioned at the April meeting was found to have been merged into the checking account in May, 1986.

The mailing list was reviewed and found wanting.

The Kent State University School of Library Science will run announcements of upcoming SOA-sponsored programs or activities in the archival field in its calendar, distributed to students and staff.

The budget for 1989-90 was approved. Membership mailing will be done by bulk rate to cut costs, as expenses for publishing the *Ohio Archivist* have gone up.

Barbara Floyd presented a tentative schedule for the fall meeting, September 14-15 in Cleveland. Mike McCormick of the Western Reserve Historical Society is handling local arrangements; the Glidden House will be the hotel, and Guilford House nearby will provide meeting rooms.

The spring 1990 meeting will be held at the Ohio Historical Society and the program chair will be shared by Dorothy Smith and Marilyn Levinson.

The possibility of a joint meeting with the Michigan Archival Association and the Southwestern Ontario Archivists was discussed for fall 1990.

The membership campaign, under the direction of Kevin Proffitt, will start in the fall. People not responding to a summer dues mailing will be placed on the membership campaign list.

Discussion ensued on ways to use an anticipated surplus in SOA funds: honoraria for out-of-state speakers, more workshops at meetings, or undefined aid to future growth.

The Ohio Historical Society has contacted Dennis Harrison and asked that the SOA support a candidate for the OHS Board of Trustees. Council decided to send a generic letter endorsing a candidate who has an interest in the archival profession and who has an academic background (an archivist would be preferred); the Ohio Genealogical Society would be urged to send a similar letter.



# NEWS NOTES

Barb Floyd presented her new *SOA Manual of Procedures*, which includes a copy of the SOA constitution, a list of the duties of each SOA officer, a list of the responsibilities of the standing committees (Nominating, Local Arrangements, Program), a list of the committees set up in common with other organizations, a list of duties of the Managing Editor of The *Ohio Archivist*, and a note on the archives of the SOA itself. We certainly appreciate all the work that went into assembling this important document. Now there is somewhere to look when in doubt!

At **The Ohio State University Archives**, Ruth Jones has retired after 37 years of service and Janie McIntyre has assumed responsibility for the 725,000 photographs in the Archives' collection.

Roland M. Baumann, Archivist and Adjunct Professor of History at **Oberlin College**, has been invited to visit the Soviet Union in October. The new protocol, which was signed in May 1989, provides for two U.S. archivists to make a Soviet visit for "familiarization with techniques of appraisal, selection and acquisition in government archives of the U.S.S.R." Marie Allen, Deputy Director, Intergovernmental Records Project, National Archives, will also represent the archival community of the United States at the October meetings. Both Allen and Baumann participated in the IREX Summer Orientation Institute held at Georgetown University, July 23-26, 1989. The Soviet visit is an activity of the newly created U.S.-U.S.S.R Commission on Archival Cooperation of the American Council of Learned Societies and the Main Archival Administration of the U.S.S.R Council of Ministers, administered in the United States by the International Research and Exchange Board (IREX).

Ng. George Hing, Archivist of **Kent State University** and member of SOA Council, left at the end of July for a new position as Archivist at Dickinson College in Carlisle, Pennsylvania. We all wish George well at his new post.

At **Case Western Reserve University**, Denis New, formerly a librarian assistant at University Libraries, is now the University Archives secretary. Eleanor O'Sullivan, a 1987 graduate of the CWRU archival administration program, has been employed in the position of archivist. The archives has received funding from the Case Alumni Association and the Flora Stone Mather Alumnae Association to microfilm the student newspapers and to purchase a microfilm reader/printer.

At the **Mahoning Valley Historical Society**, H. William Lawson, formerly Registrar, has become Assistant Director. He has been on the staff for two years and is working on an M.A. in history at Youngstown State University. Susan M. Baxter, who holds a B.F.A. degree in costume administration from Youngstown State, assumes the post of Registrar.

In addition, the MVHS announces the acquisition of two major collections for its archives/library. One consists of financial records of the Mill Creek Metropolitan Park District in Youngstown, dating from 1906 to 1983, providing significant documentation of the park's development into one of the finest urban/metropolitan park systems in the country.

The second collection is a group of civil and criminal court records including trial transcripts and docket books, dating from the nineteenth and early twentieth centuries. While these materials remain under the jurisdiction of the county, their placement in the library will ensure better security, conservation, and public access, and will complement the Probate Court records already in the care of the Society.

The **Ohio Genealogical Society** does not report any large manuscript collections acquired recently, but they do have two new publications:

*First Families of Ohio Official Roster*, Vol. 2, edited by Carol Willsey Bell and Hartien S. Ritter. 100 pp. \$17 (6% tax, \$1.25 handling). This is an index to the collection of files on over 6000 pioneers who settled in Ohio before 1820, whose descendants make up the membership of this lineage society.

*Addendum to Ohio Cemeteries* (in press). This is a volume of additions to the original 1978 list of cemeteries in the State of Ohio, arranged by county as before. Most of the text contains data on newly-discovered obscure cemeteries (not transcriptions from individual stones), but there are also corrections to the material published earlier.

These books may be obtained from the OGS at P.O. Box 2625, Mansfield, OH 44906.

David Bearman will chair a new **Working Group on Computerized Interchange of Museum Information (CIMI)**, which will define protocols for interchange of data between museum computing systems consistent with ISO 2709, endorsed by the International Council on Museums. Task forces are likely to involve museum professionals active in special areas of information management to assure that the protocols adopted accommodate their particular interests. The project will take three years to complete, but a modular approach may make certain sections ready within two years.

**SAA publications - Archives Assessment and Planning Workbook**, edited by Paul H. McCarthy, targets the archivist in a small or medium-sized repository who wants to assess its resources, responsibilities, or activities, and is designed to help him or her organize information about the repository, systematically evaluate it, and develop plans for improvement. 86 pp. \$19 to members.

Thesaurus construction software - The editor (and probably everybody else) has received notice that a new program, the **Liu-Palmer Thesaurus Construction System**, is available. Has anyone used it yet?

The editor would like you to know that he has received a request for subscription information on the *Ohio Archivist* from William Dawson & Sons of Folkestone, Kent, England. SOA obviously has more worlds to conquer.

Virginia Krumholz has established an archives at the **Cleveland Museum of Art**; Ruth Reeves Connell is working with her in this new venture, as are Phil Haas and Janice Zigler.

Cleveland area archivists are organizing a local archival group this summer. The **Cleveland Archival Roundtable** is expected to be a rather informal body that will afford them the opportunity to meet, socialize, and exchange ideas and infor-



mation about their holdings and programs. A unified community of Cleveland archivists will also provide the area with a better base for lobbying for national and regional archival meetings to be held in Cleveland, and will foster a better awareness in the community about the necessity for and importance of our profession. Interested persons may contact the members of the Planning Committee: John Grabowski (Western Reserve Historical Society), 721-5722; Carol Tomer (Cleveland Clinic), 444-2929; Nancy Erdey (CSA Health & Human Services), 659-9283; and Dennis Harrison (Case Western Reserve University), 368-3370.

On the international level, the United States became (on March 1) the 77th signatory to the world's major copyright treaty, the **Berne Convention**, which provides multilateral copyright relationships with 24 other countries. The treaty was originally ratified in 1886 by 10 European nations, so we have been 100 years in taking this step! The act and amendments to U.S. copyright law are under the authority of the Department of State's Bureau of Economic and Business Affairs. The agreement provides greater copyright protection (especially for movies, television, recordings, music, computer programs, and books), but the abilities to reproduce works published after March 1, 1989 may cause problems for museums and historical societies. The U.S. requirement of mandatory notice of copyright for all works was repealed in order to adhere to the Berne Convention. Thus, special attention must be given to the absence of a copyright symbol or notice when works (foreign or domestic) are reproduced. (from *The Primary Source*, spring 1989)

A new locator service for missing books and manuscripts has been initiated as a non-profit service of American Book Prices Current. The **BAMBAM** service (Bookline Alert; Missing Books and Manuscripts) was created for archivists, collectors, and librarians and consists of a single, central location for inquiries, with an on-line database listing books, manuscripts, autographs, signed photographs, plates from books, and similar materials that are missing. Any computer terminal with a modem can reach the database (at the Boston Public Library) directly or through the Telenet network from almost any country in the world.

Loss reports appear instantly on an electronic bulletin board before the lost materials have a chance to change hands. Questionable items offered for purchase can be checked here to see if they are reported as missing from another repository. Interested persons please contact BAMBAM, in care of American Book Prices Current Bancroft Parkman, Inc., P.O. Box 1236, Washington, CT 06793; phone 212/737-2715 (from NAGARA Clearinghouse, winter/spring 1989).

**The University of Toledo's Ward M. Canaday Center for Special Collections** will celebrate its tenth anniversary this fall with an exhibit entitled "The Canaday Center: Ten Years of Growth." Particularly interesting or outstanding items from rare books, University Archives, and manuscript collections acquired during the last decade will be on display. The exhibit will be on view from November 6, 1989 through January 19, 1990, and a catalog will be available.

At the **Western Reserve Historical Society**, Ralph Wroblewski has joined the staff as a labor processing specialist, his work being underwritten by a grant from the Ohio Labor History Project of the Ohio Historical Society. Daniel Linke, processing specialist, was awarded the Colonial Dames Scholarship to attend the Modern Archives Institute of the National

Archives and Records Administration. The National Genealogical Society presented the Western Reserve Historical Society with its Award of Merit in recognition of the library's fine genealogical collections.

## Fellowships Offered

NHPRC (National Historical Publications and Records Commission) is offering two fellowships in archival administration, one at a college and university archives or special collections unit, the other at a state archives. NHPRC is now accepting applications from archives interested in serving as host institutions for the two fellows.

This program is designed as an opportunity for professional archivists with 2 to 5 years' work experience to gain additional experience with administrative procedures and problems. Host institutions should be able to expose the fellow to a wide variety of archival administrative experiences during a 9 to 10 month period. Fellows' stipends are \$28,000 plus a benefit payment, and host institutions are also given \$500 to interview applicants.

The two host institutions will be chosen by Nov. 1, 1989. At that time, application forms for prospective fellows will be made available. The host institutions will select the two fellows from the pool of applicants, and fellowships will begin in September 1990.

Prospective host institutions should request guidelines and application forms from the NHPRC, National Archives Building, Washington, DC 20408. Deadline for receipt is Oct. 1, 1989. Contact Laurie A. Baty at 202/523-5386.

## IMPORTANT MEETINGS

■ **SOA Fall Meeting, Thurs.-Fri., September 14-15, in Cleveland.** See page one of this publication for details.

■ **MAC (Midwest Archives Conference) Fall Meeting, Thurs.-Sat., September 28-30, in Lansing, Michigan.** This meeting is being held jointly with the Michigan Archival Association and will include a number of workshops held before the conference. Contact Fred Honhart, Michigan State University, 517/355-2330.

■ **ARMA (Association of Records Managers & Administrators International)** will hold its annual conference in New Orleans, Mon.-Thurs., October 2-5, 1989. The theme will be "Building Bridges of Professionalism." More than 150 sessions are included on three levels of proficiency; the Basic Certificate Track of seven programs is being offered. The conference exposition, entitled "Information and Image Technology '89," will be provided by over 300 companies demonstrating products and services. For the first time there will be scheduled times for viewing these demonstrations. For information, write to the Conference Dept., ARMA International, 4200 Somerset, Suite 215, Prairie Village, KS 66208 (from NAGARA Clearinghouse, winter/spring 1989).

■ **SAA Annual Meeting, Thurs.-Sun., October 25-29, 1989, at the Clarion Hotel in St. Louis, Missouri.** Contact: Georgann Palmer, SAA, 600 S. Federal St., Suite 504, Chicago, IL 60605; phone 312/922-0140.



# POSITIONS AVAILABLE

## ■ Library Director, Daughters of the Republic of Texas Library

**Responsibilities**—Provides direction and administration for Texas History Research Library at the Alamo. Responsible for collection development, security, physical maintenance, and preservation. Oversees accessioning, cataloging, processing, preparation of finding aids, reference services, and financial records. Supervises staff of six professionals and technicians. Responsible for budget development and use of automated archival systems. Reports to the Library Committee of the Daughters of the Republic of Texas.

**Qualifications**—Archival training, experience, and thorough knowledge of archival practice; ALA-accredited MLS degree with minimum five years' library work including successful administrative experience; knowledge of Texas history and historical research methods; ability to work well with colleagues and volunteers; must meet public and represent the Daughters of the Republic of Texas at professional meetings; mature judgment and genuine respect for historical materials essential. Computer experience useful.

**Salary and benefits**—Beginning salary in high twenties. Group health and life insurance and retirement annuity. No state or local income taxes.

**Library**—Established in 1943, the library is in a park setting on the grounds of the Alamo, open for research only, Mon-Sat. Holdings: 16,000 titles, 2000 MSS, 200 collections, 30,000 photographs; maps, art, newspapers, periodicals, extensive vertical files. Concentrations: Texas Republic period, San Antonio history, the Alamo.

**Application**—Send letter of application, resume, and names of references to Mrs. Jack D. Robbins, Chairman, D.R.T. Library Committee, 3127 Candlewood Lane, San Antonio, Texas 78217.

There is no definite closing date for applications.

## ■ Archivist, Louisiana State University in Shreveport

The Archivist directs Archives/Special Collections Dept. of LSU-Shreveport Library, which is responsible for Northwest Louisiana Regional Archives, Manuscript and Oral History Collections (est. 1975). Some assistance in general reference. The Archives includes unpublished primary sources and documents the history and development of northwest Louisiana. The collection provides research materials for regional history, society, government and politics, economics, geography, and architecture. Position supervises two full-time employees and several student workers.

Position available August 21, 1989. Requires ALA accredited MLS or comparable degree in related field, e.g., history, political science, etc. Experience in archives department in academic library preferred. Tenure-track, 122-month appointment.

Salary: \$22,000-\$27,000, depending upon experience.

Letter of application, resume, transcript, and three letters of reference should be submitted to Malcolm G. Parker, Director of the Library, Louisiana State University in Shreveport, One University Place, Shreveport, LA 71115.

## POSITIONS TO BE AVAILABLE

### New York State Archives and Records Administration Local Government Records Bureau

*These positions (14 jobs in all) are subject to final approval by the Division of the Budget and Dept. of Civil Service:*

#### ■ Principal Public Records Analysts/Unit Chiefs \_\_\_\_\_ (2 positions)

**Responsibilities:** Administer units established under the new Local Government Records Management Improvement Fund Act. One position will develop and manage a regional advisory service system for local governments, including supervising professional and support staff in nine regional offices and overseeing advisory services. The other position will develop and administer a grant-in-aid program for local governments including developing procedures, coordinating review of applications, and monitoring grant-funded projects. Both positions require a high degree of administrative initiative and report to the Chief, Local Government Records Bureau.

#### ■ Associate Public Records Analysts and Senior Public Records Analysis \_\_\_\_\_ (9 positions)

**Responsibilities:** Provide advice, technical assistance, and consultation to local governments in nine regional offices on all aspects of records management, including information technology/development and administration of archival programs. Positions report to the Unit Chief, Regional Advisory Services Unit and are expected to exercise considerable independence and flexibility in carrying out their advisory services.

#### ■ Senior Public Records Analysts \_\_\_\_\_ (3 positions)

**Responsibilities:** Two positions will be located in Albany in the Grants-in-Aid Unit, under the direction of the Unit Chief, working with applicants, reviewing applications, and monitoring work on grant-funded projects. The third position will be located in the New York City regional office providing advice, technical assistance, and consultation to non-Mayoral agencies.

**Contact:** New York State Archives and Records Administration, 10A46 Cultural Education Center, Albany, NY 12230; phone 518/474-1195

(No closing date stated)

## Research grants available

The Oberlin College Archives will award three grants of up to \$1000 to cover travel and expenses related to research of scholars and independent researchers using the archives and special collection holdings. Funded through the Oberlin Historical and Improvement Organization of Oberlin, Ohio, the Frederick B. Artz Summer Research Grants Program is in its first year. The archives' holdings include the permanently valuable records of the institution as well as those of individuals, families and organizations affiliated with Oberlin College and/or the town of Oberlin. Included are materials on movements with which Oberlin has been associated, such as

antislavery, black education, coeducation, missions and temperance. There are 280 manuscript collections as well as records of local governments. Among the wide variety of materials in Special Collections are antislavery books and pamphlets, Oberliniana and the Goodkind/Violin Society of America Collection of material related to string instruments. The holdings are rich for the study of liberal arts education in the U.S. For application materials, write to Roland M. Baumann, Director, Department of Archives, Oberlin College, 420 Mudd Center, Oberlin, OH 44074. Applications are due January 15, 1990.



The Society of Ohio Archivists was founded in 1968 to promote on a statewide basis the exchange of information, improvement of professional competence, and coordination of activities of archives and manuscript repositories. Membership is open to all interested persons, particularly archivists, manuscript curators, librarians, records managers, and historians. The Society holds two meetings each year and publishes *The Ohio Archivist* biannually.

Individual memberships are \$10.00 per year (\$15.00 institutional; \$5.00 student). Persons interested in joining the SOA should mail a check or money order made payable to the Society of Ohio Archivists to Kenneth Grossi, Secretary-Treasurer SOA, Ohio State University Archives, 169 Converse Hall, 2121 Tuttle Park Place, Columbus, OH 43210.

*THE OHIO ARCHIVIST* is a semi-annual publication of the Society of Ohio Archivists. The editors encourage the submission of articles relating to all aspects of the archival profession as well as information concerning archival activities in the state of Ohio. Submission deadlines are January 15 for the Spring number and July 15 for the Autumn number. All materials should be directed to:

Frederick Lautzenheiser  
Managing Editor, *The Ohio Archivist*  
Cleveland Clinic Foundation Archives, E-20  
9500 Euclid Avenue  
Cleveland, Ohio 44195

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